

Design Review

Submittal Requirements and Checklist



The purpose of this form is to inform applicants of the basic submittal requirements in order to allow staff to accurately analyze and process a Design review application. The Design Review procedure is established to ensure that new development, or the alteration of existing development, occurs in a manner which enhances the character and quality of surrounding properties and that the scale, special relationships and architectural treatment of structures including materials, colors, and design visually contribute to the areas and environment in which they are located. Design Review may be Administrative (staff review only), or may require approval of the Design Review Board. The adopted Design Manual and Design Review Guidelines, and any additional specific guidelines for a particular area will be used in analyzing the Design. A Design Review application will not be considered for approval, either by staff, Design Review Board, or City Council, until all required information is submitted and deemed complete. The following is required to be submitted at the time of application.

1. ☐ Deposit in the amount of \$1,500
2. ☐ Completed Discretionary Application
3. ☐ Completed Ownership Disclosure Form
4. ☐ Completed Environmental Information Form
5. ☐ Completed Public Notice Package
6. ☐ Six (6) sets of plans, including a site plan, elevations, floor plans, and landscape plans when necessary, drawn to scale and fully dimensioned, indicating all information described on the Plan Requirements Checklist. All plans should be bound together and folded to 8.5"x11"
7. ☐ Statistical information regarding the project, printed on the site plan, as follows:
 - a. Net lot area and dwelling units, if applicable
 - b. Net and Total square footage of each building, customer area/ non-customer area (restaurants), number and size of dwelling units and number of bedrooms, if applicable
 - c. Number of parking and loading spaces required and provided
 - d. Square footage and percent of the site devoted to building, landscaping, and paved areas.
8. ☐ A reproducible reduction of all the above required plans including the site plan, elevations, and floor plans at 8.5"x11"
9. ☐ One (1) colored site plan, and one (1) set of colored building elevations.
10. ☐ A materials board (not exceeding 8.5"x11") showing proposed colors and materials.
11. ☐ Other plans and information as required by the Community Development Director necessary to describe, explain, or illustrate the requested use.
12. ☐ Completed Form 7-B - City of Imperial Beach Storm Water Management Plan

Please remember to check-off list items at application submittal. A copy of this checklist for should be submitted with the application